

**STEP BY STEP FAMILY MEMBER SCREENING PROCESS FOR ARMY**  
**SERVICE MEMBERS CURRENTLY IN KOREA**

**Step 1:**

- a. Service member (SM) obtains DA Form 5888 (September 2002) and in consultation with his or her S1 or Personnel Representative completes blocks 1-7.
- b. If SM is applying for an OCONUS to OCONUS move, FSTE, AIP, Inter-Theatre Transfer or In-country Command Sponsorship, only those DEERS eligible Family Members (FMs) who will be accompanying the service member will be screened and listed in block 7 in Part A of the DA 5888 (Sep 02).
- c. If SM is applying for an addition to orders (newborns and other newly acquired Family members such as adoptions and marriages), then ONLY the new FMs need to be listed.
- d. SM obtains a DA Form 7246 (June 2009) and completes the form as directed. FMs listed on the DA 7246 should coincide with those listed on the DA 5888.

**Step 2:** Unit S1 or Personnel Representative must verify SM dependents by completing Block 8 (to include a signature). **This must occur prior to submitting the DA 5888 and DA 7246 to the medical screening authority for completion of Part B of the DA 5888.**

**Step 3:**

- a. If all FMs have a documented routine physical examination in the military health system within the past year, SM or S-1/MPD can e-mail the completed DA 5888 and DA 7246 to the EFMP Office at [EFMP.Korea@amedd.army.mil](mailto:EFMP.Korea@amedd.army.mil) for records review and completion of the DA 5888. Newborns born at the 121<sup>st</sup> in Korea do not require an additional physical examination. Newborns born at a Korean Hospital will need to schedule a well child exam.
- b. If FMs have been receiving civilian medical care, SMs need to include a recent physical examination completed within the past year for the EFMP Office to review and completion of the DA 5888.
- c. If the above conditions cannot be met, the SM will make a Primary Care appointment with any Military Treatment Facility for completion of blocks 9 and 10 of the DA 5888. SM or S-1/MPD will bring the completed DA Form 7246 to the appointment. After the appointment, SM should have his or her S1 e-mail the DA 5888 and DA 7246 to the EFMP Office at [EFMP.Korea@amedd.army.mil](mailto:EFMP.Korea@amedd.army.mil) for completion of the DA 5888.
- d. If FMs are not residing in Korea completion of the DA 5888 must be completed at the nearest Active Duty Army EFMP Office where the FMs are residing. Step 3 b applies if the FMs are being seen by a civilian provider. The EFMP Office will assist the SM or S-1/MPD with completion of the 5888. A Family Member Contact Information Sheet will also need to be completed.

**Step 4:** The EFMP Office will finalize the DA 5888 by signing in block #11 and affixing the appropriate Army EFMP Medical Stamp in the upper right hand corner of the form. The DA 7246 remains on file at EFMP attached to a copy of the completed DA 5888. The completed DA 5888 will be returned to the appropriate S1 or MPD for additional and final processing.

- All forms can be found at [www.korea.amedd.army.mil](http://www.korea.amedd.army.mil) under EFMP, Resources.